

**Central Okanagan  
Bursary and  
Scholarship Society  
Information  
2025-26**

# CENTRAL OKANAGAN BURSARY AND SCHOLARSHIP SOCIETY

- Unique to the Central Okanagan
- One application allows students to apply to hundreds of awards
- There are 2 types of awards
  - 1. No criteria awards** which are open to all students
  - 2. Specific criteria awards** which have been established by donors

# **CENTRAL OKANAGAN BURSARY AND SCHOLARSHIP SOCIETY**

## **Stats from last grad year (2025):**

- 588 total awards
- Total value of awards  
\$587,275
- 647 Student Applications

# HAVE SOMEONE THAT WANTS TO DONATE?

- Contact COBSS to create their own award ([cobss@shaw.ca](mailto:cobss@shaw.ca)), can create any criteria
- Contact COBSS to donate any amount
- Drop off bottles at Columbia bottle depot drop-off – use COBSS phone number (250) 861- 4980

# ELIGIBILITY

1. Be a Canadian citizen, permanent resident or refugee living within the boundaries of Central Okanagan Public Schools.
2. Must be applying/have applied and plan to **attend FULL TIME** at an **accredited** post-secondary institution in **September of graduation year.**
3. Obtain a minimum of 60% average in all grade 11 and 12 courses.
4. Registered in a minimum of six (6) courses during grade 12 year, and will complete a minimum of six (6) courses by June 30th not including the grade 12 Capstone Careers course (*these 6 can include online, dual credit, and external courses*).
5. Have potential to graduate for the first time this June.
6. Attending one of the member schools of COBSS as their home school during graduation year.

# ELIGIBILITY

**EXCEPTION for a few awards:** In order to be eligible for any award beginning with a **6**, you **MUST** attend a provincially authorized post-secondary institution in the province of British Columbia, as recognized by the Ministry of Advanced Education, Skills & Training, or equivalent in BC.

6012	ACT/UCT Kelowna West Council #1003 Bursary
6031	CFUW - Kelowna Bursary (from BC Gaming funds)
6032	CFUW - UBCO Bursary (from BC Gaming funds)
6065	Kiwanis Club Of Kelowna-Summit Award
6087	Lions Club - Okanagan Mission Bursary
6105	Lions Club - Lake Country/Winfield Bursary
6106	Lions Club - Lake Country/Winfield Randy Rose Memorial Bursary
6107	Lions Club - Peachland Award
6110	Lions Club - Westbank Award
6111	Stew Tuningley Memorial - Lions Westbank Bursary
6112	Lions Club - Westbank Award - OC
6140	Rotary Club - Kelowna/Downtown Bursary

Click here to see what institutions are accepted for these awards: <https://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/find-a-program-or-institution/find-an-institution>

# SELECTION PROCESS

- Applications are submitted online.
- Applications are strictly confidential.
- Applications are read only by school counsellors, donors and members of the COBSS selection committee consisting of representatives from each of the member schools.
- School counsellors are not part of the selection process.



# SELECTION IS BASED ON THE FOLLOWING THREE AREAS:

1. **FINANCIAL NEED** – based on line 15000 of tax return and any special circumstances
2. **ACADEMIC ABILITY** – the average of student's Grade 11 and Grade 12 marks
3. **ACTIVE CITIZENSHIP** – such as involvement in school and community



# TYPES OF AWARDS

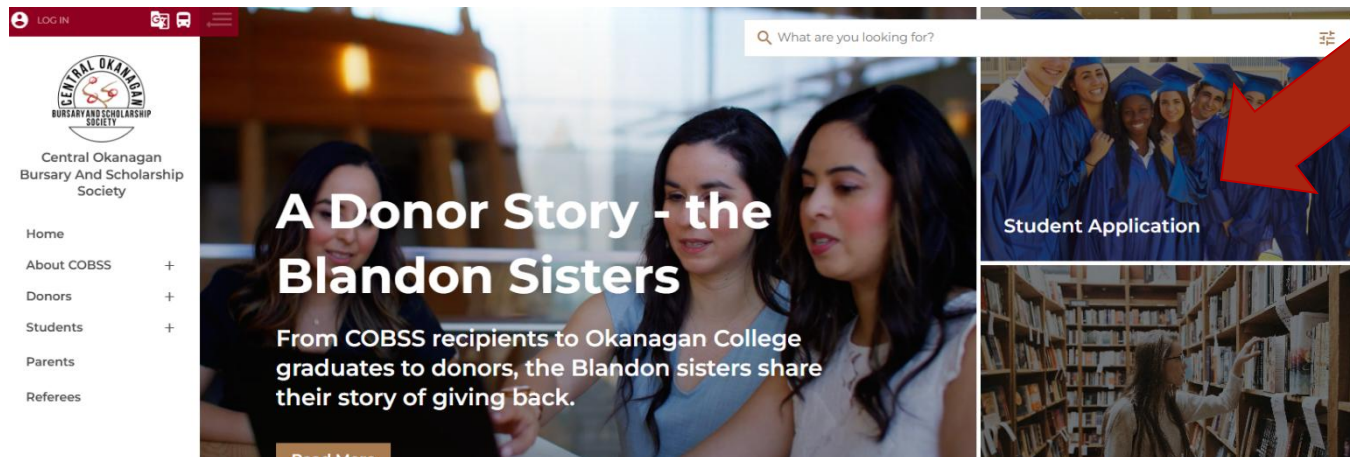
**BURSARY** – primarily based on financial need

**SCHOLARSHIP** – based on excellence; excellence can be in a variety of areas - academic, fine arts, applied skills, sports, community involvement, etc.

**AWARD** – based on donor discretion


# ON-LINE APPLICATION

- The on-line application is available at:  
**cobss.sd23.bc.ca** – and follow link:



- If you are having difficulties, please see your school counsellor.
- The on-line application opens on **Nov. 25<sup>th</sup>**.

# ON-LINE APPLICATION



COBSS Central Okanagan Bursary And Scholarship Society

## Online Applications - Sign In

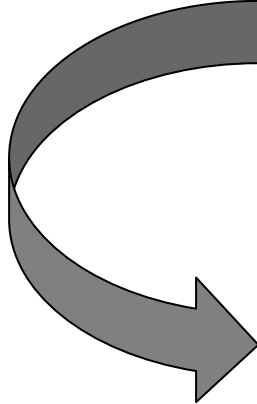
Email:

Password:

☐ Remember me?

[Log in](#)

[New Students Register Here](#) [Forgot Password](#)



Click on **New Students Register Here**

# ON-LINE APPLICATION

Online Application - Create Account

Legal First Name:

Legal Last Name:

Email:   
PERMANENT, NON-SCHOOL EMAIL ADDRESS

Confirm Email:

Password:   
MIN. LENGTH 8, 1 NUMBER, MIX OF LOWERCASE & UPPERCASE, 1  
SPECIAL CHARACTER

Confirm password:

Access Code:   
PROVIDED BY YOUR SCHOOL

School:



Be sure to use your own **NON SCHOOL** email address.

See next slide for your school's access code.

# ON-LINE APPLICATION

Access Code:


Insert your school's Access  
Code Here

# INSTRUCTIONS

Dashboard My Application Select Awards

Student / Dashboard

## Dashboard

 **Notice: Not all guardians and referees have signed yet!**

 Instructions - READ ME FIRST

 My Application

 Select Awards

 Completion Checklist

 Save My Application

 Save Statement of Awards



Click on **Instructions** and follow carefully.

If you have any questions, please see your school counsellor.

# ON-LINE APPLICATION

There are **two main components** to the COBSS application package:

1. **My Application** section (largest part of application)
2. **Select Awards** section

# ON-LINE APPLICATION

**Dashboard** My Application Select Awards

Student / Dashboard

## Dashboard

 **Notice: Not all guardians and referees have signed yet!**

 Instructions - READ ME FIRST

 **My Application**

 Select Awards

 Completion Checklist

 Save My Application

 Save Statement of Awards



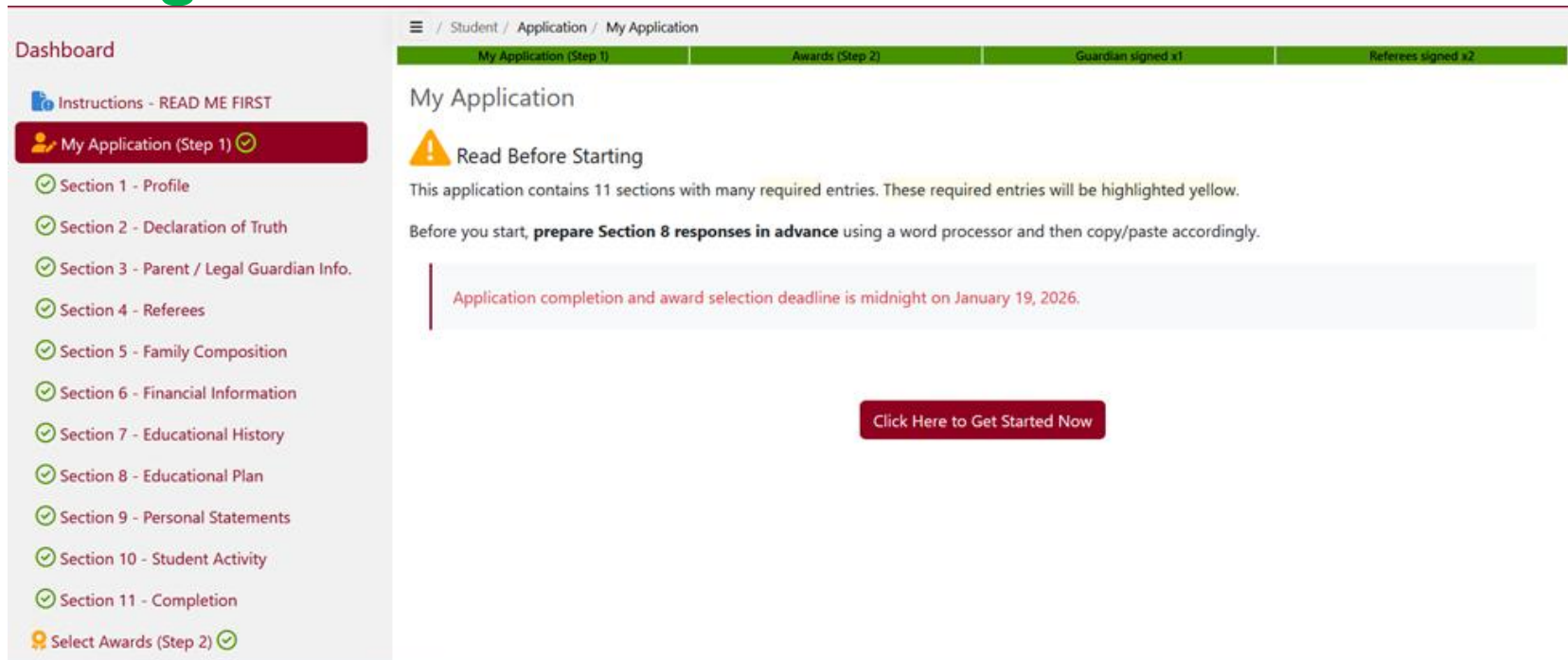
Click on **My Application** to begin the application process.



# MY APPLICATION

There are **ten sections AND the Application Completion step** to be completed.

When a section is completed, the check mark will be **green** **AND** the status bar at the top will turn **green**.



Dashboard

Instructions - READ ME FIRST

**My Application (Step 1)** ✓

- ✓ Section 1 - Profile
- ✓ Section 2 - Declaration of Truth
- ✓ Section 3 - Parent / Legal Guardian Info.
- ✓ Section 4 - Referees
- ✓ Section 5 - Family Composition
- ✓ Section 6 - Financial Information
- ✓ Section 7 - Educational History
- ✓ Section 8 - Educational Plan
- ✓ Section 9 - Personal Statements
- ✓ Section 10 - Student Activity
- ✓ Section 11 - Completion

Select Awards (Step 2) ✓

/ Student / Application / My Application

My Application (Step 1) Awards (Step 2) Guardian signed x1 Referees signed x2

## My Application

**Read Before Starting**

This application contains 11 sections with many required entries. These required entries will be highlighted yellow.

Before you start, **prepare Section 8 responses in advance** using a word processor and then copy/paste accordingly.

Application completion and award selection deadline is midnight on January 19, 2026.

[Click Here to Get Started Now](#)

# MY APPLICATION

The screenshot displays a web application interface for a student application. At the top, a dark red navigation bar contains the links 'Dashboard', 'My Application', and 'Select Awards'. Below this, a light gray sidebar on the left lists the application steps: 'Instructions - READ ME FIRST', 'My Application (Step 1)' (highlighted in red), 'Section 1 - Profile' (highlighted in gray), 'Section 2 - Declaration of Truth', 'Section 3 - Parent / Legal Guardian Info.', 'Section 4 - Referees', and 'Section 5 - Family Composition'. The main content area has a breadcrumb trail 'Student / Application / Profile' and a progress bar with 'My Application (Step 1)' and 'Awards (Step 2)'. The 'Profile' section contains input fields for 'Legal First Name', 'Legal Last Name', 'Preferred First Name', and 'Preferred Last Name'. The 'Legal' fields have blacked-out text, while the 'Preferred' fields are empty. A note at the bottom states: 'PLEASE DO NOT COMPLETE IF THE SAME AS LEGAL LAST, LEGAL FIRST.'

Fill in the application form carefully and as accurately as possible after reading all of the instructions.

Students should **Save & Continue** as you go and may go back and edit as often as you wish until the site closes at **11:59 pm on Jan. 19<sup>th</sup>.**

# MY APPLICATION

- Parent/Guardian digital signature is required. It is **CRUCIAL** that you enter the correct email address for your parent/guardian.
- As soon as you press save an email will be sent to your guardian for a digital signature. Although we do require contact information for all parents/guardians **we only require one digital parent/guardian signature.**
- Parents/Guardians Digital Signature Instructions are on our website.
- Be sure to check your application to confirm parent/guardian digital signature is completed prior to application close date.

# MY APPLICATION

- Use the drop down menus where given
- Complete paragraph answers in the space provided.
- Be aware that the secure site will time out. (after 480 mins)  
*\*\* Remember to click “Save & Continue” before moving on*

**TIP:** Compose paragraphs in a Word Document, and then cut and paste into COBSS application.

- Space is limited so write concisely as there are a maximum number of characters available.
- Please check spelling, grammar and punctuation.

# MY APPLICATION

One **critical** component of the application is the paragraph answers under **Student Personal Statements**.

There are 3 questions you will need to answer in this section.

# MY APPLICATION

- This is where your personality shows through and helps the committee with its decision.
- BE **CREATIVE, HONEST** and **CONCISE** and remember to proofread your answers.
- With your words, you are trying to create a vision in the donor's mind of who you are, what your goals and dreams are and why you deserve to be selected for the award.

# MY APPLICATION

## QUESTION 1:

What are your educational/career plans?  
Describe the experiences that have contributed to these plans.

### TIPS:

- Try to be original and creative.
- Do not start with “My name is \_\_\_\_\_ and I am in grade 12 at \_\_\_\_\_.”

# MY APPLICATION

## QUESTION 2:

For the selection committee, describe the three qualities that best demonstrate your character. Use examples from your life to illustrate these qualities.

### TIPS:

- Try to get across who you are and what you are about in words.
- You want to stand out in the sea of applications.



# MY APPLICATION

## QUESTION 3:

Describe your family (include custodial and non-custodial parent information). Explain any financial and non-financial struggles that you may have encountered.

### TIPS:

- Remember that financial need is one of the areas that selection is based on for COBSS awards.
- This is a snapshot of your current family and financial situation.

# MY APPLICATION

Another important part of the application is **Your Activity Details.**

Students will include their activities from grades 10, 11 & 12 in the following **three** areas:

- 1. Community & School Based Involvement & Achievements**
- 2. Volunteer Experience**
- 3. Paid Work Experience**

# MY APPLICATION

Under each activity heading, list the **3 MOST SIGNIFICANT** activities in which you have been involved.

For each activity, provide:

1. Organization
2. Your activities/responsibilities/duties
3. Dates (mm/yyyy-mm/yyyy)
4. Estimated total activity hours (per week)
5. Total overall hours

**TIP:**

- Remember to include anticipated hours until the end of June.

# MY APPLICATION

Eg. of Community & School Based Involvement & Achievement:  
(use the green + button to add details to each section)

Instructions - READ ME FIRST

My Application (Step 1)

Section 1 - Profile

Section 2 - Declaration of Truth

Section 3 - Parent / Legal Guardian Info.

Section 4 - Family Composition

Section 5 - Financial Information

Section 6 - Educational History

Section 7 - Educational Plan

Section 8 - Personal Statements

Section 9 - Student Activity

Section 10 - Referees

Application Completion

Select Awards (Step 2)



Completion Checklist

Activity Details

In the spaces provided please include experience, activities & achievements from **Grades 10-12**, starting with the most recent experience in each section (maximum 3 in each section).

Community & School Based Involvement & Achievements

(List any extracurricular involvement outside of classroom time which can include athletics, fine arts, music, certifications. Please do not list school courses)

Organization	What is the activity/achievement? (255 characters max)	Dates (mm/yyyy-mm/yyyy)	Estimated Total Activity Hours (per week)	Total Overall Hours for This Activity	+
Kelowna 1 Minor Basketball	Basketball Referee	12/2022-03/2023	5	100	 

Volunteer Experience

(list any unpaid and non credit Community & School experience.)

Organization	What are your responsibilities/activities? (255 characters max)	Dates (mm/yyyy-mm/yyyy)	Estimated Total Activity Hours (per week)	Total Overall Hours for This Activity	+
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Paid Work Experience

Organization	What is your job title and duties? (255 characters max)	Dates (mm/yyyy-mm/yyyy)	Estimated Total Activity Hours (per week)	Total Overall Hours for This Activity	+
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# MY APPLICATION

After completing **Your Activity Details:**

- Choose one activity or achievement you have listed that you are most proud of
- Explain what you have learned from it

## **TIPS:**

- You have 1000 characters to answer this question.
- Remember that award selection is based on active citizenship so this is a good place to expand on your involvement and include reflective learning.

# STATEMENT OF REFERENCE

- Consider community people, employers, and teachers as potential referees. (One teacher and one community reference is recommended.)
- Choose referees carefully and contact them in advance for permission.

Dashboard

Instructions - READ ME FIRST

My Application (Step 1)

Section 1 - Profile

Section 2 - Declaration of Truth

Section 3 - Parent / Legal Guardian Info.

Section 4 - Referees

Section 5 - Family Composition

Section 6 - Financial Information

/ Student / Application / Referees

My Application (Step 1)

Awards (Step 2)

Guardian signed x1

Referees signed x2

Referees

+ Add Referee

Please provide **two** referees.

⚠ It is imperative that you enter each referee's email address correctly

⚠ Please allow time for referees to complete their section of your application. Thirty days before Closing date is ideal (January 19, 2026)

Each referee will each be sent an email with instructions on how to complete their Statement of Reference.

# STATEMENT OF REFERENCE

It is **CRUCIAL** that you enter the **CORRECT EMAIL ADDRESS!**

An email is sent from [noreply@sd23.bc.ca](mailto:noreply@sd23.bc.ca) to the referee as soon as you click save, so have your references check spam / junk / quarantined messages to find the email.

Referee instructions and a Sample Reference are available on the COBSS website.

**Be sure to check your application to confirm two reference digital signatures are completed prior to the close date.** Once a referee starts the process, you will be unable to make a reference change.

**IT IS YOUR RESPONSIBILITY TO ENSURE YOUR APPLICATION  
IS COMPLETE WITH ALL  
DIGITAL SIGNATURES & REFERENCES!**

# MY APPLICATION

- **Student digital signature** is required to confirm applicant meets all eligibility requirements and all information is accurate.
- **Parent or guardian digital signature** is required to confirm that financial information is accurate.
  - Parents/Guardians Digital Signature Instructions are on our website.



# MY APPLICATION

If you wish to print a copy for your own records, choose **Save My Application and print it.**



 Instructions - READ ME FIRST

 My Application

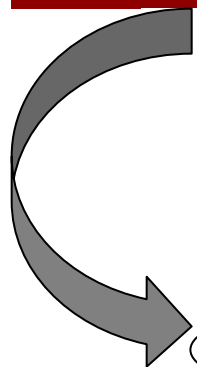
 Select Awards

 Completion Checklist

 Save My Application

 Save Statement of Awards

# SELECT AWARDS



 Instructions - READ ME FIRST

 My Application

 **Select Awards**

 Completion Checklist

 Save My Application

 Save Statement of Awards

This step is  
mandatory to  
complete

Click on **Select Awards** to view all awards available to your school. Please note that awards are subject to change.

# SELECT AWARDS

To view criteria for each award, hover over title.

Dashboard

- Instructions - READ ME FIRST
- My Application (Step 1)
- Select Awards (Step 2)**
- Completion Checklist
- Save My Application
- Save Statement of Awards

/ Student / Step 2 - Award Selection

My Application (Step 1) Awards (Step 2) Guardian signed x1

## Step 2 - Award Selection

⚠ Application completion and award selection deadline is midnight on January 19, 2026.

⚠⚠ You must complete your application to apply for awards.

Use the dropdown below to learn about awards you are automatically eligible for.

Select:  (AWARDS ARE SUBJECT TO CHANGE WITHOUT NOTICE)

Applied	Application	Award Description ▼
<input type="checkbox"/>	<a href="#">Apply</a>	Acera Insurance Award
<input type="checkbox"/>	<a href="#">Apply</a>	ACT/UCT Kelowna West Council #1003 Bursary
<input type="checkbox"/>	<a href="#">Apply</a>	Alpine Helicopters Inc AME Training Bursary
<input type="checkbox"/>	<a href="#">Apply</a>	Alumni & Friends Of KSS - Academic Award
<input type="checkbox"/>	<a href="#">Apply</a>	Alumni & Friends Of KSS - Athletic Award

Awarded to a student who is involved at KSS with an academic average over 86%. Financial need may be considered.

# SELECT AWARDS

Click on **APPLY** if eligible for award.

Dashboard

Instructions - READ ME FIRST

My Application (Step 1)

Select Awards (Step 2)

Completion Checklist

Save My Application

Save Statement of Awards

/ Student / Step 2 - Award Selection

My Application (Step 1)Awards (Step 2)Guardian

Step 2 - Award Selection

⚠ Application completion and award selection deadline is midnight on January 19, 2026.

⚠ ⚠ You must complete your application to apply for awards.

Use the dropdown below to learn about awards you are automatically eligible for.

Select: 

All Available Awards

 (AWARDS ARE SUBJECT TO CHANGE WITHOUT NOTICE)

Applied	Application	Award Description ▼
<input type="checkbox"/>	Apply	Acera Insurance Award
<input type="checkbox"/>	Apply	ACT/UCT Kelowna West Council #1003 Bursary
<input type="checkbox"/>	Apply	Alpine Helicopters Inc AME Training Bursary
<input type="checkbox"/>	Apply	Alumni & Friends Of KSS - Academic Award
<input type="checkbox"/>	Apply	Alumni & Friends Of KSS - Athletic Award

# SELECT AWARDS

Click on **APPLY FOR THIS AWARD**

Apply for

*" ACT/UCT Kelowna West Council #1003 Bursary "*

Criteria:

Preference given to a student who is a dependent of a member in good standing of ACT/UCT Kelowna Council 1003. An explanation of your academic and future goals is required. In order to be eligible for this award, you **MUST** attend a provincially authorized post-secondary institution in the province of British Columbia, as recognized by the Ministry of Advanced Education, Skills & Training, or equivalent in BC.

Eligible Schools List:

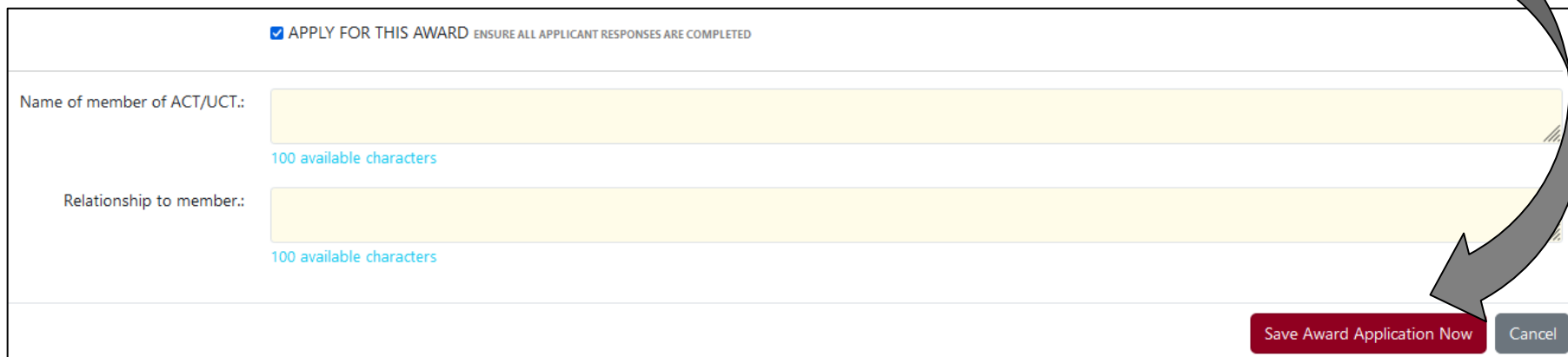
Aberdeen Hall Preparatory School  
Anse-au-sable  
Central Programs School  
ESchool23  
Flex Academy  
George Elliot Secondary  
Heritage Christian Online School  
Immaculata Regional High School  
Kelowna Christian School  
Kelowna Secondary School  
Mount Boucherie Secondary  
Okanagan Christian School  
Okanagan Mission Secondary  
Rutland Senior Secondary

☐ APPLY FOR THIS AWARD

# SELECT AWARDS

If prompted, fill in **Applicant Responses** to explain eligibility and additional information requested by the donor.

A **Save Award Application Now** button is at the bottom of each screen to **save** information.



☒ APPLY FOR THIS AWARD ENSURE ALL APPLICANT RESPONSES ARE COMPLETED

Name of member of ACT/UCT.:   
100 available characters

Relationship to member.:   
100 available characters

**Save Award Application Now** Cancel

A large grey curved arrow points from the text above to the 'Save Award Application Now' button.

# AWARDS APPLIED FOR

When all eligible awards are selected, use the drop down menu to view awards applied for:

**TIP: DO NOT** apply for every award (just what you qualify for)

Dashboard My Application **Select Awards**

Dashboard

- Instructions - READ ME FIRST
- My Application (Step 1)
- Select Awards (Step 2)**
- Completion Checklist
- Save My Application
- Save Statement of Awards

Step 2 - Award Selection

My Application (Step 1) Awards (Step 2) Guardianship (Step 3)

**Application completion and award selection deadline is midnight on January 19, 2026.**

**You must complete your application to apply for awards.**

Use the dropdown below to learn about awards you are automatically eligible for.

Select **Awards I Have Applied For** (AWARDS ARE SUBJECT TO CHANGE WITHOUT NOTICE)

Applied	Application	Award Description
No Awards Found		

# MY APPLICATION

If you wish to print a copy for your own records, choose **Save Statement of Awards** and print it.



 Instructions - READ ME FIRST

 My Application

 Select Awards

 Completion Checklist

 Save My Application

 Save Statement of Awards



# COMPLETION CHECKLIST


When you have completed Steps 1 & 2, click on **Completion Checklist** to review






COBSS Central Okanagan Bursary And Scholarship Society


Dashboard My Application Select Awards

## Dashboard


 Instructions - READ ME FIRST


 My Application (Step 1) 

 Select Awards (Step 2)

 **Completion Checklist**

 Print My Application


 Print Statement of Awards

 / Student / Dashboard / Completion Checklist

## Completion Checklist for COBSS

Please ensure you:

1. Complete all of the My Application sections;  
When the Application Completion section has been completed
2. Complete the Select Award process;
3. Ensure your entered Parent / Legal Guardian(s) digitally sign;
4. Confirm that the two entered Referees have completed their online portion and digitally signed;

Application completion and award selection deadline is midnight on January 

**There is NO submit button. It is complete when every section is complete AND all digital signatures & references are complete.**

# COMPLETION

Applications **must be completed on time.**  
**NO EXCEPTIONS.**

Prior to the due date, you must log back in to your application to confirm that:

- ✓ your parent/guardian has completed their digital signature

**AND**

- ✓ your references have completed their online documents.

**Transcript** – will be added by your school counsellor

# COMPLETION

At least one week prior to the deadline, an email reminder will be sent out for any “Incomplete Applications”.

# COMPLETION

**Applications must be completed on time.  
NO EXCEPTIONS.**



**⚠ Notice: Not all guardians and referees have signed yet!**

 Instructions - READ ME FIRST

 My Application

 Select Awards

 Completion Checklist

 Save My Application

 Save Statement of Awards

Confirm parent/guardian signature & references are complete on your application Dashboard.

Check for the **ALERT** that tells you signatures are missing!

# COMPLETION

## HOW TO CHECK WHAT IS MISSING?

- Go to **My Application**
- Go to **Section 3**  
(Parent/Guardian Signature)  
**\*\*Only 1 signature needed**

✓ If complete, a **DATE OF COMPLETION** is displayed.

✗ If **no DATE COMPLETION** → follow up with your people to ensure they complete their part.

PARENT GUARDIAN 1	PARENT GUARDIAN 2
Relation to Applicant: <b>parent</b>	Relation to Applicant: <b>parent</b>
Address: <b>123 E Street</b>	Address: <b>123 Easy St</b>
City: <b>Kelowna</b>	City: <b>Kelowna</b>
Phone: <b>555-555-5555</b>	Phone: <b>800-800-8000</b>
Email: <b>guardianparent8@gmail.com</b>	Email: <b>parentguardian829@gmail.com</b>
Occupation: <b>retired</b>	Occupation: <b>Retired</b>
Employer: <b>n/a</b>	Employer: <b>n/a</b>
Occupational Status: <b>Retired</b>	Occupational Status: <b>Part Time</b>
Date Signed: <b>01-Nov-2024 11:26</b>	<b>✗</b>

**KEEP CHECKING YOUR DASHBOARD to VERIFY COMPLETION!!**

# COMPLETION

## HOW TO CHECK WHAT IS MISSING?

- Go to **My Application**
- Go to **Section 10** (Referees)

ONE, REFEREE	TWO, REFEREE
Email: refereeone26@gmail.com	Email: refereetwo5@gmail.com
Date Signed: 01-Nov-2024 11:19	Two. Referee has started their statement.

- ✓ If complete, a **DATE OF COMPLETION** is displayed.
- ✗ If **no DATE COMPLETION** → follow up with your people to ensure they complete their part.

**KEEP CHECKING YOUR DASHBOARD to VERIFY COMPLETION!!**

# DUE DATE

Your COBSS online application package will be submitted automatically on:

**Mon. Jan. 19<sup>th</sup> at 11:59 pm**

Plan your time accordingly

**You cannot make changes or print after this time.**

# PLEASE REMEMBER

If you are a COBSS award recipient, please:

- Write an immediate thank you note to your donor.
- A follow up thank you note in the early fall is always a kind gesture.

## TIP:

- Keep a binder of all your awards so that you can track them accurately and use them before they expire.



# FAQ's

## **Question:**

When should I begin my COBSS application?

## **Answer:**

It is recommended to begin the application as soon as possible. It is a lengthy process which takes a number of separate sittings to complete. It cannot be completed in one sitting.

# FAQ's

## **Question:**

When will I know if I have received a COBSS award?

## **Answer:**

Awards are typically presented to individual student recipients at either the school graduation ceremonies or a separate awards night. Check with your school.

# FAQ's

## **Question:**

Will my COBSS award expire?

## **Answer:**

Yes, COBSS awards presented this year are valid until November 1<sup>st</sup> of your graduation year.

# FAQ's

## **Question:**

Can I take a year off for an exchange, a gap year, missionary work, etc. and still use my COBSS award?

## **Answer:**

No, COBSS awards given out this year are valid until November 1<sup>st</sup> of your graduation year.

# FAQ's

## Question:

How do I know if the school I plan to attend is accredited as required for my COBSS eligibility?

## Answer:

On the COBSS website is this link to search accredited institutions.



# FAQ's

## Question:

What do I do with a COBSS award?

## Answer:

A Certificate of Award is issued to you when you receive the award at graduation. Included is a letter outlining how to claim your award. Please read those documents carefully.

**TIP:** Student # is your Post-Secondary Institution number

# AWARD RECIPIENTS

If your circumstances change after you have received a COBSS award and you are no longer able to use the award before the November 1<sup>st</sup> deadline, **please contact COBSS at [cobss@shaw.ca](mailto:cobss@shaw.ca) as soon as possible.**

The award money can then be given to an alternate recipient.

# AWARD RECIPIENTS

If you have any questions regarding an award that you have received, please address all inquiries to COBSS directly at **[cobss@shaw.ca](mailto:cobss@shaw.ca)** and not the award donor.



**If you need help or further  
information, please check back  
in the COBSS instructions.  
Your school counsellor can help if you get  
stuck.**

***Remember, the site closes Mon. Jan 19/25 @ 11:59pm***

# **!!! IMPORTANT !!!**

**Students are responsible to ensure the following:**

- !** ENTIRE application is completed & signed
- !** parent digital signature completed
- !** reference #1 form completed
- !** reference #2 form completed

**Without these, your application is  
INCOMPLETE  
and will not be considered.**

# *Please Remember ...*

Your COBSS online application package will be submitted automatically on:

**Monday, Jan. 19<sup>th</sup> at 11:59pm**  
**Plan your time accordingly.**

**You CANNOT make changes or print  
after this time.**